

#300015845 4.5.13

Total Amount

State of New Mexico
 Voucher Batch Report 66500 Department of Health
 Business Unit 04/02/2013
 Vouchers with Final Agency Approval But Not Yet Reviewed/Approved By DFA/PCD
 Voucher Date Vchr VchrLineDescr Distr Account Account Fund VendorName Withhold Year Month
 Number Line
 00329489 1 I/S meals & lodging 1 542200 Employee I/S Meals & L 06105 ADAMS RICH-001 2013 03 0000099256 Adams, R. 3.11-3
 Total For Voucher 570.00

PurchaseOrder Invoice Number

Accounting Period

Year Month

2013 03

0000099256

Adams, R. 3.11-3

570.00

570.00

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Summary | **Invoice Information** | **Payments** | **Voucher Attributes** | **Error Summary**

Business Unit: 66500
 Invoice Number: Adams, R. 3.11-3.15.13
 Voucher ID: 00329489
 Invoice Date: 03/19/2013
 Voucher Style: Regular
 Total: 570.00

Vendor: ADAMS, RICHARD B
 RUIDOSO PUBLIC HEALTH OFFICE
 RUIDOSO, NM 88345
 *Pay Terms: Pay Now [Schedule Payments](#)

Payment Information		Find View All	First	1 of 1	Last
*Scheduled Payment:	1				
*Remit to:	0000097303	Gross Amount:	570.00	USD	
*Location:	001	Discount:	0.00	USD	Discount Denied
*Address:	1				Late Charge
ADAMS, RICHARD B RUIDOSO PUBLIC HEALTH OFFICE 103 KANSAS CITY RD RUIDOSO, NM 88345		Scheduled Due:	03/19/2013		
		Net Due:	03/19/2013		
		Discount Due:			
		Accounting Date:			
Payment Method *Bank: WFB10 *Account: B *Method: ACH ACH Message:		Pay Group: *Handling: PE *Netting: N	Messages		

Message will appear on remittance advice.

Summary Invoice Information Payments Voucher Attributes Error Summary

Business Unit: 66500 Invoice Number: Adams, R. 3.11-3.15.13
Voucher ID: 00329489 Invoice Date: 03/19/2013
Voucher Style: Regular Total: 570.00

Voucher Processing
☒ Post Voucher ☐ Close Voucher
☒ Revalue Voucher ☐ Delete Voucher

Saved

Accounting Instructions
*Accounting Template: STANDARD Account At: Gross

Match Action
*Status: Ready
☐ Pay Unmatched Voucher

Transaction Currency
*Source: Tables *Currency: USD Rate Type: CRANT Exchange Rate: 1.00000000

Voucher Approval
*Approval: Specify at this Level Business Process: PROCESS_VOUCHERS
Approval Rule Set: Payment Approval Rule Set 1

Self Billing Invoice
*SBI Num Option: Group Vouchers (Auto-Nur) SBI Number:

Prepayment
Prepayment Reference: ☐ Automatically Apply Prepayment Postpone Withholding

Letter of Credit
Letter of Credit ID:

Tax Group

[illegible]

New Mexico Department of Health Travel and Training Request Form

Employee Information	Employee Name:	Richard Adams	Position:	CMO
	Department ID and Fund:	6001001000/06105	Telephone:	505-629-7496
	Post of Duty:	Ruidoso	Residence:	Ruidoso

Please indicate if traveler is a non-employee and use Object Code 547900 on vouchers.

Vehicle Information	<input checked="" type="checkbox"/> Check if state vehicle		<input type="checkbox"/> Check if personal vehicle		License #:	GS1984
	Year:	2011	Make:	Nissan	Model:	Altima

Trip/Training Information	Please provide agendas, itineraries and any relevant documents.					
	Course Name: Meeting with Staff in Santa Fe					
	<input checked="" type="checkbox"/> Check if training is required			<input type="checkbox"/> Check if Continuing Education credits will be granted		

Travel Information	Date of Request:	03/08/13	Destination:	Santa Fe		
	Departure Date: (month/day/yr)	03/11/13	Time:	06:00 PM	Return Date: (month/day/yr)	3/15/13
	Time: 06:00 PM					
<input checked="" type="checkbox"/> In-State <input type="checkbox"/> Out-of-State <input type="checkbox"/> Training <input type="checkbox"/> Time Only <input type="checkbox"/> *Actuals <input type="checkbox"/> No cost to State/Paid By:						

* If actuals are requested: Expenses will only be reimbursed by providing original and valid receipts and by meeting the justification for actuals. Receipts and justifications must be submitted with the payment voucher. If the trip is being paid in part by another entity, you must claim actuals. A justification for actuals must be accompanied by cost comparison for hotels, taxi/shuttles, etc.

546700: Subscription/Annual Dues		542100: In-State Mileage: @ .41 per mile	\$ 0.00
546800: Registration – Employee		542200: In-State Per Diem: @ \$85/day	\$ 0.00
546800: Registration – Vendor		Santa Fe Only: 4 @ \$135/day	\$ 540.00
549600: Airline Cost – Vendor		549700: Out-of-State Per Diem: @ \$115/day	\$ 0.00
Airline Cost – Employee		Actuals: @ /day	\$ 0.00
Baggage Fee		With meals: @ \$45/day	\$ 0.00
Shuttle Fee		Partial day: @ \$12/2-6 hrs	\$ 0.00
Taxi Fee		Partial day: @ \$20/6-12 hrs	\$ 0.00
Parking Fee		Partial day: 1 @ \$30/12 or more hrs	\$ 30.00
Mileage @ .41 per mile	\$ 0.00	Total reimbursement to employee	\$ 570.00
Miscellaneous Expense: days @ \$6 per day	\$ 0.00	Total cost of trip	\$ 570.00
Car Rental: days @ per day	\$ 0.00		

I, the undersigned, acknowledge by my signature that I am aware that reimbursement for actual expenses will be allowed only upon presentation of original, valid receipts with the payment voucher, that reimbursement will be according to the current DFA travel rates and that final approval of expenses for reimbursement depends on budgetary sufficiency.

 3-11-13
Employee Signature _____ Date _____

Supervisor/Bureau Chief Signature _____ Date _____

Division Director/Hospital Administrator
(As per specific division requirements)

 3/12/13
Cabinet Secretary Signature _____ Date _____
(To be obtained for Division Directors' requests and when Division Directors are not available to sign approval.)